

## Position Opening Announcements

### Practice Greenhealth: Senior Director, Green Building

Practice Greenhealth, a newly formed nonprofit organization supporting the design, construction, operations, and services of sustainable health care facilities, is engaged in a search for a Senior Director, Green Building.

Practice Greenhealth was formed as the result of an alliance between Hospitals for a Healthy Environment and the Green Guide for Health Care, an independent project of Health Care Without Harm and the Center for Maximum Potential Building Systems. Practice Greenhealth is dedicated to creating a national community that supports environmental sustainability in health care. Practice Greenhealth engages all sectors within the health care industry to grow and transform the market for environmentally preferable products and practices and, in the process, educates the health care community about how to reduce their collective environmental footprints ù from the design, construction, operations and services of health care facilities, to the manufacture of health products through to their disposal.

The Senior Director, Green Building will be responsible for the design, development, management, and delivery of all green building related programs for Practice Greenhealth. Practice Greenhealth is a new association and is in a start-up mode and needs someone to take the ball and run with it! The Senior Director needs to be creative, entrepreneurial, work at a fast pace and deliver results in a tight time frame.

The ideal candidate will have a strong background in green building, particularly sustainable and green building in healthcare settings. This position requires experience in an association ù or member-driven ù organization, a demonstrated ability to develop and market programs, hands-on experience working with relational databases and web site content management to deliver knowledge and resources and drive member usage of Practice Greenhealth resources.

The Senior Director, Green Building will report directly to the Executive Director and work closely with the Senior Director, Membership Development and the Senior Director, Green Guide for Health Care. A Masters degree and LEED-AP (or willingness to acquire it within 6 months) is desired, or at least 7 years of comparable senior level experience is required.

Practice GreenhealthÆs headquarters is in the Arlington, VA offices of Health Care Without Harm. Ability to travel is required. A competitive salary and benefits package is available. To apply, please e-mail your resume and a cover letter describing your interest in the position by **June 18**, 2008 to Bob Jarboe via e-mail, [bjarboe@practicegreenhealth.org](mailto:bjarboe@practicegreenhealth.org). Interviews will begin immediately.

If you have a response to this message or an inquiry, please forward to: Julie Taylor <[jtaylor@practicegreenhealth.org](mailto:jtaylor@practicegreenhealth.org)> Listserv Administrator/Moderator

Thanks

## **\*Practice Greenhealth Administrative Assistant**

\*Practice Greenhealth is seeking an Administrative Assistant to provide support to staff including the Executive Director and the Membership Director. This person will also provide administrative support to staff located in other areas of the US. In addition to general support to the staff, some of the specific responsibilities of the Administrative Assistant will include membership database maintenance, managing mailings and communications to membership, general office management, some meeting planning and coordination, scheduling conference calls and taking meeting minutes, and travel and expenses assistance for the ED. The Administrative Assistant will also work closely with Health Care Without Harm staff, an affiliated organization co-located with Practice Greenhealth in Arlington, Virginia.

\*Practice Greenhealth is a US based membership organization that offers a full range of tools, resources, technical assistance and networking opportunities to engage all sectors within the health care industry in shifting the market toward environmentally preferable products and safer, healthier practices.

\*This position requires: \* previous experience in non-profit or business administration; \* excellent writing and communication skills; \* high proficiency in computer and internet use including Microsoft Office Suite and familiarity with basic HTML; \* excellent organizational skills and attention to detail; \* creative multi-tasking and problem solving abilities; \* demonstrated dedication to environmental and public health protection; \* the ability to take initiative while working independently and prioritizing competing needs; \* the ability to thrive in a small, casual, fast paced office environment.

\*The position is 40 hours per week with generous benefits. The salary for this position will be commensurate with experience. The start date is ASAP. Practice Greenhealth is an equal opportunity employer. People of color and women are encouraged to apply. This position will be located in Arlington ,VA in Rosslyn.

\*Please send a cover letter including your preferred start date, resume, short writing sample and 3 references to:

\*Jolie Rosst Manager of Administration and Finance [jprosst@hcwh.org](mailto:jprosst@hcwh.org)

\*For more information about Practice Greenhealth, see [www.practicegreenhealth.org](http://www.practicegreenhealth.org).

\*Please do not mail hard copies of your application package and no phone calls please. We will carefully review all applications and contact you immediately if we think you are a good fit for the position. There is no closing date for this position, we will accept applications and conduct interviews until we find the right candidate.

\*If you have a response to this message or an inquiry, please forward to: Julie Taylor <[jtaylor@practicegreenhealth.org](mailto:jtaylor@practicegreenhealth.org)> Listserv Administrator/Moderator

Thanks